#### How to Apply

- Obtain Work Application from the staff or our website at www.nola.gov.
- Submit the completed application to the staff along with scaled, measured drawings including a site plan, floor plan, all elevations, and context drawings on or before the deadline for the meeting. The deadline is seven days before the date of the meeting. Models are required for all projects over 5000 square feet and may be required for some smaller projects.

### **Required Materials**

- □ Completed application
- ☐ Site plan
- ☐ Floor plans
- All four elevations
- □ Context drawings
- Massing model (Required for new construction over 5000 square feet

## **Meeting Dates and Deadlines**

| NO ARC<br>Meeting<br>Deadline | NO ARC<br>Meeting Date | CBD ARC<br>Meeting<br>Deadline | CBD ARC<br>Meeting Date |
|-------------------------------|------------------------|--------------------------------|-------------------------|
| 1/22/2013                     | 1/29/2013              | 1/22/2013                      | 1/29/2013               |
| 2/19/2013                     | 2/26/2013              | 2/19/2013                      | 2/26/2013               |
| 3/19/2013                     | 3/26/2013              | 3/19/2013                      | 3/26/2013               |
| 4/16/2013                     | 4/23/2013              | 4/16/2013                      | 4/23/2013               |
| 5/14/2013                     | 5/21/2013              | 5/14/2013                      | 5/21/2013               |
| 6/18/2013                     | 6/25/2013              | 6/18/2013                      | 6/25/2013               |
| 7/23/2013                     | 7/30/2013              | 7/23/2013                      | 7/30/2013               |
| 8/20/2013                     | 8/27/2013              | 8/20/2013                      | 8/27/2013               |
| 9/24/2013                     | 10/1/2013              | 9/24/2013                      | 10/1/2013               |
| 10/22/2013                    | 10/29/2013             | 10/22/2013                     | 10/29/2013              |
| 11/19/2013                    | 11/26/2013             | 11/19/2013                     | 11/26/2013              |
| 12/10/2013                    | 12/17/2013             | 12/10/2013                     | 12/17/2013              |

# Thank you

The HDLC Staff, ARC and Commission look forward to working with you on your property. Together we can improve New Orleans' greatest asset, its neighborhoods.

If you have any questions regarding the HDLC or our process, please feel free to ask the staff. All of our guidelines can be found on our website at www.nola.gov.



Historic District Landmarks Commission

1300 Perdido Street, 7th Floor New Orleans, LA 70112

504.658.7040 www.nola.gov

# ARCHITECTURAL REVIEW COMMITTEE

Preserving New Orleans' Historic Neighborhoods



Tel: 504.658-7040

## **Architectural Review Committee**



#### **Summary**

The New Orleans and CBD Architectural Review Committee (ARC) are made up of professional architects who volunteer their time to review proposals in the local historic districts. The ARC meetings take place once a month in the HDLC conference room. The ARC meets individually with each applicant for ten to fifteen minutes to discuss the proposal and make recommendations to the staff and the Commission.

#### Mission

The ARC is charged with preserving, protecting and enhancing New Orleans' historic neighborhoods. Their recommendations are based on the design guidelines of the HDLC and what is most architecturally, historically and urbanistically appropriate for the building, neighborhood and district. The guidelines can be

found at

www.nola.gov

**ARC Members** 

The New Orleans ARC is made up of four, licensed architects who have considerable experience working with old buildings and designing new ones. Current ARC members include Tulane professor of architecture, John Klingman, and architects Wayne Troyer, Rick Fifield and John Wettermark. The CBD ARC is made up of architects Robert Cangelosi Charles Montgomery, Ashley Morton and Michael Mattax. Members of the Commission and HDLC staff also attend the meeting.



### The Meeting

The ARC meeting is held between noon and five p.m. and takes place once a month. The staff will notify you earlier in the week of your appointment time with the ARC. The staff will photograph the site and present the proposal to the ARC. In addition, the owner/applicant/architect is welcome to make a presentation. The ARC will then discuss the proposal and make recommendations.

Following the meeting, the staff will send the owner and applicant a letter summarizing and explaining all of the recommendations made by the ARC. The letter will also include information on the next step in the process and all pertinent meeting dates and times.

## Conceptual Approval

Successful projects requiring final approval by the



Commission will receive a recommendation for conceptual approval from the ARC. If the ARC does not feel as though a proposal is appropriate, they will make recommendations and request that the applicant return to the next meeting with revised drawings that reflect the requested changes. Once a proposal receives conceptual approval from the ARC, the staff will automatically place it on the upcoming Commission meeting agenda.

#### **ARC Appeals**

Should the applicant not wish to make some or all of the proposed changes recommended by the ARC, they have the option of appealing their case directly to the Commission. If the applicant wishes to appeal the ARC recommendation, they should notify the staff as soon as possible so that they can place it on the agenda as an appeal.

#### Historic District Landmarks Commission

1300 Perdido Street, 7th Floor New Orleans, LA 70112

504.658.7040 www.nola.gov